

1. Registration and Login

First, you will need to register. Once you have submitted your name and email address, you will receive an email with further information about the application procedure.

Register to PhD 2019/2020 Application Form			
First Name			
Last Name			
Email Address			
Privacy Consent	I am aware of the Privacy Policy related to my application.		
	Register		

You can access your application page by entering your email address and password, which you will receive in the registration email. If you forget your password, you can ask for a new one to be sent by email.

Log in to PhD 2019/2020 Application Form			
	Before logging in, you have to register!		
Log in (Registered Candidate)			
Email Address			
Password			
	Login		
Forgotten your password?			

Important note:

Applicants are not allowed to submit more than one application for the same track or to register more than once with different email addresses and/or different names.



2. Select the track

The first time you access your account, you will be requested to choose the track(s) for which you wish to apply. If you apply for more than one track, basic personal information will remain the same in all individual applications.

PhD Application Form			
IMT School's post-graduate education is organized into two PhD programs: "Cognitive and Cultural Systems" (CCS) and "Systems Science" (SS). Each PhD program is structured into two specialized tracks.			
You may choose more than one track. Please indicate your track preferences, and then press the "Save" button.			
[CCS] Analysis and Management of Cultural Heritage - AMCH			
[CCS] Cognitive, Computational and Social Neurosciences - CCSN			
[SS] Computer Science and Systems Engineering - CSSE [SS] Economics, Networks and Rusiness, Analytics, ENRA			
[SS] Economics, Networks and Business Analytics - ENBA Save			
For those selecting more than one track, the "General Information" will remain the same in all individual applications. You will be free to switch from one form to another as you wish.			

For every track for which you apply, you will be required to fill out the following sections.

CSSE ([SS] Computer Science and Systems Engineering)
× Education
🗙 Title 1 - MS - 4y
Additional Qualifications
× Apprenticeship
🗙 Research Field
× Research Statement
Publications
× Referees

This is the list of fields you must fill in and in this section you can check the status of your application. In order to submit your application form, you must insert all mandatory data.



Application Overview: Color and Symbol Key

- cross on red field: some mandatory information is missing
- tick on green field: all mandatory information has been inserted
- **bullet on light blue field**: no mandatory information required
- grey field: data that cannot be modified after the final submission

Change PhD Track Selection			
General Information			
Personal Information			
Current Resume/CV			
English Language Level			
Additional Information			
CSSE ([SS] Computer Science and Systems Engineering)			
✓ Title 1 - MS - 4y			
Additional Qualifications			
✓ Apprenticeship			
× Research Field			
✓ Research Statement			
Publications			
✓ Referees			

When all mandatory sections (Personal Information, Current Resume/CV, English Language Proficiency, Additional Information, Education, Apprenticeship, Research Statement and – if applying for CCNS and/or CSSE – Research Field) are green, all necessary information has been inserted and you can submit your application.

Change PhD Track Selection				
General Information				
Personal Information				
✓ Current Resume/CV				
🖋 English Language Level				
Additional Information				
CSSE ([SS] Computer Science and Systems Engineering)				
✓ Education				
✓ Title 1 - MS - 4y				
Additional Qualifications				
✓ Apprenticeship				
✓ Research Field				
✓ Research Statement				
Publications				
✓ Referees				
Check and Submit Application				



3. Personal Information

In this section you must enter your personal data and upload a copy of your National Identity Card or your passport (passport is highly recommended for non-EU applicants).

Please note that you have to **sign the copy**, indicating the **date** and **place** of signature (in particular the **pages with photograph, personal data, document number, place and date of issue**) before **uploading it.** In the case that your document is not written in English or Italian, please upload also a translation into English or Italian (please note that you can translate it yourself — there is no need for an official/legal translation).

	Pers	onal information	
 "National identity card of 	ný. ory. ny. country" is mandatory. City" is mandatory. Zip Code" is mandatory. Street Name and nr." is mandatory.	andline and Mobile	
First Name			
Middle Name			
Last Name			
Gender	© M © F		
Date of Birth	(dd/mm/yyyy)		
City of Birth			
Citizenship	Please select one		
Permanent Mailing Addre Country	Please select one		
City			
District			
Zip Code	District or "Provincia", mandatory for Ital	y only	
Street Name and nr.			
Current Mailing Address fill out this section only in case y	our current address differs from your perma	nent one)	
Country	Please select one		
City			
District	District or "Provincia", mandatory for Ital	v only	
Zip Code			
Street Name and nr.			
andline Phone			
Country code	Please select one		
Phone number			
Mobile Phone			
Country code	Please select one		
Phone number			
National identity card or passport	Sfoglia. Nessun file selezionato		
	Please note that you must sign the copy		
		Save	



File upload instructions

Please perform the upload in the dedicated field(s) above. If your upload is successful, you will see a "view file" button and a "delete file" button appears next to the question.

- Please note that you have to upload the document in PDF or other non-modifiable standard format (i.e.: JPEG, JPG, GIF).
- The maximum size is 3MB for each single attachment.
- If your file is too big, you can upload it as a ZIP file as long as it is in PDF (or other non-modifiable format).
- You may need to install a free program to create PDF documents
- You may need to install a free program to create ZIP documents

4. Current Resume/CV

In this section you have to upload your current resume/CV (the Selection Committees will accept attachments in Italian or English language, but English is highly recommended). This document should indicate any additional university degrees, most recent and significant research, work experience, and any additional accomplishments relevant to the application.

It is recommended that you use the *Europass* – CV format, available following this link: <u>http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/EuropassCV/CVTemplate.csp</u>

Current Resume/CV			
"Current Resume/C	CV" is mandatory.		
Current Resume/CV	Scegli file Nessun file selezionato		
If applicable, how many years of work experience after your bachelor's degree do you have?	(please insert digits only)		
	Save		



5. English Language Level

IMT's teaching and working language is English. As such, in this section, applicants must indicate their level of English knowledge and declare if they have attended an institution where English is the language of instruction.

English Language Level					
English Language Level	Good	T			
Do you hold a bachelor's and/or master's degree from an institution where the English language is the medium of instruction?	○ Yes ● No				
		S	ave		

6. Additional Information

In the first part, it is compulsory to indicate the mode by which you wish to be interviewed, selecting one of the options provided:

- IMT's campus in Lucca, Italy, in which case candidates will be provided with free accommodation, if available (travel expenses are not covered);
- via videoconference or through any other procedure allowing visual contact with the candidates and viewing of their identity document (candidates must show identification before the interview begins);
- via telephone or videoconference at an Italian Embassy/Consulate for identification verification.

If you are admitted to the interview, you will have to confirm your participation and your choice by email to <u>phdapplications@imtlucca.it</u> within 48 hours by the publication of the short-list.

The second part asks whether you have any physical disabilities that may require special arrangements in the case you come to Lucca for the interview and/or are admitted to the PhD.

The third part of the additional information section helps us understand how you found out about IMT. You are required to select only one of the main checkboxes (e.g. Search Engine, University Professor, Fellow Student or Colleague, etc.). In all multiple-choice questions, you can select more than one option.



Additional Information				
Interview	 Come to Lucca for the interview. Candidates will be provided with free accommodation (if available). Interview conducted via video conference or through any other procedure allowing visual contact with the candidates and the possibility of viewing of their identity document (candidates must show identification before the interview begins). The document used for identification should be the same one as the one you have uploaded in the form. Via telephone or videoconference at an Italian Embassy/Consulate for identification verification (in the event that candidates do not have videoconferencing facilities at their disposal). 			
Disability	Disability (please indicate if you have any physical disabilities, e.g. partial sight, reduced mobility etc.) Special Arrangements (If you have any physical disabilities, please indicate the nature of the necessary/needed arrangements)			
How did you first find out about IMT? Yuu can only select ONE of the main options (Search Engine, University Professor, Fellow Student, etc.)	Search Engine What keywords did you type? Research Funding Scholarship PhD PhJ Study abroad Europe Italy Tuscany Lucca Computer Science Engineering Control Systems Computer Science Image Analysis Cultural Heritage Psychology Neuroscience Other Who? Image Analysis Image Analysis Other Who?			



○ Mailing List
What kind of mailing list?
National
General University
Departmental Almalaurea
C Almalaurea
Job Placement
IMT mailing list
□ Other
Specialized DbD Website
Specialized PhD Website Which one?
Which one?
□ I don't remember
O Gazzetta Ufficiale
Social Networking
O Blog
O Poster Or Flyer
Where?
At University
In a cultural association
At your workplace
Given to you by a friend/colleague
 Given to you by a professor Given to you by a departmental secretary
Other
○ Newspaper or Magazine
O Recruitment Webinar



	◎ Other	
If you found out about IMT through more than one source, please list it here	If you found out about the call through a source not listed here, please write it h	ere below
If you found out about IMT through more than one source, please list it here		
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If you found out about IMT through more than one source, please list it here		
	If you found out about IMT through more than one source, please list it here	
Save		
	Save	



7. Education

To apply for a PhD position you must have completed and obtained a degree equivalent to **at least four years of university studies by October 31**st **2019**.

Please list all the universities you have attended in **chronological order**. Enter each institution's information in the fields provided.

Every time you insert a new item, you will find the related link listed below. Through the link you may access the page where the information has to be provided.

CSSE - Education
To be admitted you must have completed and obtained a degree equivalent to at least four years of university studies by October 31 st 2019.
Please note that if you are admitted to the PhD Program, as per Italian legislation you may be required to produce the so- called "Dichiarazione di valore", i.e. the translation and legal certification of your university degree(s) in case they were awarded by foreign institutions.
Please list all the universities you have attended in chronological order . Enter each institution's information in the fields provided.
Every time you insert a new item, you will find the related link listed below. Through the link you may access the page where the information has to be provided.
Please insert at least one title.
Insert a new title

Please see Table 2 ("Education" field) of the Executive Summary of the Call for Applications 2019/20 to be sure about the documents you have to upload.

Please note that the PhD Selection Committees will assess all degrees you indicate, including those obtained outside Italy. In the case that you are admitted to a PhD Program, when enrolling you may be required to submit the socalled "Dichiarazione di Valore", i.e. the translation and legal certification of any university degree(s) obtained outside of Italy.



	CSSE - Education - Edit title
	For ongoing studies, please provide an estimated "Date of Qualification" and indicate "N/A" in the "overall score / average grade" field. Applicants are required to provide academic transcripts for every undergraduate and graduate institution attended.
Туре	
	Bachelor degree or equivalent (for høly: "Læures Triennale")
Official duration (years)	(please insert digits only)
University	
Country	•••• Please select one •••• •
Name	
Grading System	(e.g., "19-30/30" or "10-20/20" or "Excellent - Good - Sufficient")
Dates attended (mm/yyyy)	
From	
То	
Course information	
Course title	
Major field	(please indicate the official wording of your educational qualification)
Major field	
Date of qualification (dd/mm/yyyy)	(please indicate the main academic discipline of your undergraduate studies)
Overall score / average grade	(e.g. "110/110 e lode" or "500" or "Sucellent")
Mark Range	
-	(please indicate the grading system for the final exam. E.g.: 196-110/110' or "10-20.00' or "Excellent – Good - Sufficient")
Average mark	
	(e.g. 12730' or 14420' or 1900d(Excellent)
Standardised average mark	(e.g. "andur or "Hazur or "dooselactient")
	(convert your average mark to an approximate percentage: e.g. 18/30 – 60, B(A = 85)
Final project / Thesis / Dissertation	
	(Title In English)
Supervisor	
First name	
Last name	
Institution	
Title Certificate/Declaration	Stoplia. Nessun file solazionato.
Academic Transcript/Diploma Supplement	Stopfia. Nessun file solezionato.
	Save

File upload instructions

Please perform the upload in the dedicated field(s) above. If your upload is successful, you will see a "view file" button and a "delete file" button appear next to the question.

- Please note that you must upload the document in PDF or other non-modifiable standard format (i.e.: JPEG, JPG, GIF).
- The maximum size is 3MB for each single attachment.
- If your file is too big, you can upload it as a ZIP file as long as it is in PDF (or other non-modifiable format).
- You may need to install a free program to create PDF documents
- You may need to install a free program to create ZIP documents



8. Additional Qualifications

In this section you can detail any other qualifications that you consider relevant in relation to your application. This section is not mandatory.

CSSE - Additional Qualifications

Please provide additional titles or any other relevant qualification. This section is not mandatory.

Titles

Every time you insert a new title/qualification, you will find the related link listed here below. Through the link you will access the page where data have to be inserted.

Insert a new title

9. Apprenticeship

In this section you are required to express your interest in apprenticeship, i.e. a kind of "learning agreement" allowing young people aged up to 29 to access the labor market, working in a company and, in the meantime, achieving a PhD.

CSSE - Apprenticeship
The "Apprenticeship for Higher Education" is an initiative put forth by the Region of Tuscany to promote synergies between university students and companies. Within this framework, the IMT School may have the possibility of creating a "learning agreement" in which the student would work part time at the participating company, while completing his/her PhD, and the company would receive tax reductions for employing a student. These agreements can be stipulated for students up to the age of 29.
We ask you to express your interest in such type of agreement below, should such an opportunity arise during your time at the IMT School. Your answer in no way influences – neither positively or negatively – your overall evaluation.
For more information on the "Apprenticeship for Higher Education", please see <u>https://www.imtlucca.it/en/info-</u> studenti/apprenticeships
Are you interested in apprenticeship? Ves No
Save



10. Research Field

Candidates applying to the **CSSE** track are required to express their interest in one or more research fields. Each of the offered fields is core competence of a distinct Research Unit at IMT School.

CSSE - Research Field		
Candidates applying to the CSSE track are required to express the competence of a distinct Research Unit at IMT School.	r interest in one or more research field	s. Each of the offered fields is core
Please select at least one field/Research Unit:		
Please select at least one Research field/Research Unit		
Research Fields		
Automation - Research Unit DYSCO (Dynamical Systems, Control, and Optimization)		
Computational Mechanics - Research Unit MUSAM (Multi- scale Analysis of Materials)		
Statistical Physics and Complexity Theory - Research Unit NETWORKS (Natural Networks)		
Computer Science - Research Unit SYSMA (System and Modelling Analysis)		
	Save	

Please note that the choice you make in this section is **not binding: once admitted to the PhD Program, you** will be assigned a Research Field when being assigned an Advisor.

11. Joint PhD Qualification

If you are applying for the track in **ENBA**, you are required to express your interest in a joint PhD qualification conferred by the IMT School and KU Leuven on completion of a joint program of advanced studies, research, and the writing of a doctoral dissertation in applied economics and management.

	ENBA - Joint PhD Qualification
	will be conferred by the IMT School and KU Leuven upon a doctoral student on completion of a ed studies, research, and the writing of a doctoral dissertation in applied economics and
months in total conducti	I work under the supervision of a promotor of both institutions and shall spend at least six (6) ng study activities and research at each of the partner universities.
Are you interested in the joint PhD qualification?	○ Yes ○ No
	Save



12. Research Statement

If you apply for the **AMCH** track, the research statement consists of a **project proposal**. The proposal is not binding.

If you apply for one of the other tracks (CCSN, CSSE, and ENBA), the research statement should consist of a **cover letter** describing your scientific or academic expertise and experience in relevant methods and areas of **study, research interests, plans and reasons for wishing to pursue PhD study at the IMT School**. You may also refer to one of the <u>PhD project proposals</u> available at IMT School.

The length of the research statement should be **at most 10.000 characters including spaces**.

CSSE - Research Statement
If you apply for the AMCH track, the research statement consists of a project proposal. The proposal is not binding.
If you apply for one of the other tracks (CCSN, CSSE, and ENBA), the research statement should consist of a cover letter describing your scientific or academic expertise and experience in relevant methods and areas of study, research interests, plans and reasons for wishing to pursue PhD study at the IMT School. You may also refer to one of the PhD project proposals available at IMT School.
The length of the research statement should be at most 10.000 characters including spaces.
"Research Statement" is mandatory.
Research Statement Scegli file Nessun file selezionato Please limit the statement up to 10.000 characters
Save



13. Publications

In this section you can indicate if you have published articles, books or any material that can be considered relevant for your PhD and research activity. This section is not mandatory.

CSSE - Publications		
Publications	Please list articles, books, or any other material published, or any inventions patented (limit of 1500 characters)	
	Save	

14. Referees

Please provide name and contact information for two referees, making sure to indicate institutional email addresses. Referees contact information is mandatory.

Once the application is submitted, our system will send an email to each nominated referee with an access code and instructions on how to proceed with the electronic submission of the reference letter. You will be notified when we receive the reference letter.

Reference letters must be submitted electronically by the nominated referee(s) exclusively through our online application system by April 30th, 2019 at 12:00 (Italian time).

CSSE - Referees

Please provide name and contact information for referees, making sure to indicate institutional email addresses. Referees contact information is mandatory.

Once the application is submitted, our system will send an email to each nominated referee with an access code and instructions on how to proceed with the electronic submission of the reference letter. You will be notified when we receive the reference letter.

Reference letters must be submitted electronically by the nominated referee(s) exclusively through our online application system by April 30th, 2019 at 12:00 (Italian time).



First name			
Last name			
Email address			
Confirm email address			
Office landline phone			
Institution			
Job Position			
Referee 2			
First name			
Last name			
Email address			
Confirm email address			
Office landline phone			
Institution			
Job Position			

IMPORTANT NOTE: IMT does not notify applicants in the event that referees fail to provide a reference. Applicants will be able to verify the status of the references on the "Summary" page, but are not granted access to any references provided.



15. CHECK AND SUBMIT APPLICATION

Once all the mandatory fields have been filled out, you will be able to check your application and make the final submission.

Click on the link "Check and submit application" on the right-hand column of the page when you are ready to submit.

Change PhD Track Selection
General Information
Personal Information
✓ Current Resume/CV
🖋 English Language Level
Additional Information
CSSE ([SS] Computer Science and Systems Engineering)
✓ Education
✓ Title 1 - MS - 4y
Additional Qualifications
✓ Apprenticeship
✓ Research Statement
Publications
✓ Referees
Check and Submit Application

You will see a page with a summary of all the data you have inserted.



CSSE - Submit Application

	Personal Information
First Name	John
Middle Name	
Last Name	Doe
Gender	M
Date of Birth	15/03/1986
City of Birth	Lucca
Citizenship	Italy
Permanent Mailing Addres	s.
Country	United Kingdom of Great Britain and Northern Ireland
City	London
District	
Zip Code	NW1
Street Name and nr.	221B, Baker Street
Current Mailing Address	
Country	
City	
District	
Zip Code	
Street Name and nr.	
Landling Dhana	
Landline Phone Country code	+44 - United Kingdom of Great Britain and Northern Ireland
Phone number	20 1234 5678
Phone number	201254 5015
Mobile Phone	
Country code	
Phone number	
National identity card or passport	P View file

		Current Resume/CV
Current Resume/CV	P _{View} file	
If applicable, how many years of post-bachelor's degree work experience do you have?		
		English Language Level
English Language Level	Native speaker	
Do you hold a bachelor's and/or master's degree from an institution where English is the language of instruction?	Yes	



IMT

	Research Field
Research Fields Automation - Research Unit DYSCO (Dynamical Systems, Control, and Optimization)	Yes
Computational Mechanics - Research Unit MUSAM (Multi- scale Analysis of Materials)	Yes
Statistical Physics and Complexity Theory - Research Unit NETWORKS (Natural Networks)	
Computer Science - Research Unit SYSMA (System and Modelling Analysis)	
	Additional Information
Interview	 Come to Lucca for the interview. Candidates will be provided with free accommodation (if available). Interview conducted via video conference or through any other procedure allowing visual contact with the candidates and the possibility of viewing of their identity document (candidates must show identification before the interview begins). The document used for identification should be the same one as the one you have uploaded in the form. C/o an Italian Embassy/Consulate for identification verification (in the event that candidates do not have videoconferencing facilities at their disposal).
Disability	Disability Special Arrangements
How did you first find out about IMT? You can only select ONE of the main checkor: petrons (Search Englie, University Professor, Petron Bluent, etc.)	Search Engine What keywords did you type? Research Funding Scholarship PhD Post-graduate Study abroad Europe Italy Tuscany Lucca Computer Science Computer Science Computer Science Complex Networks Management Science Image Analysis Cultural Heritage Other What?
	University Professor Who? Fellow Student Or Colleague
	Who? IMT Student Or Professor Who?



SCHOOL FOR ADVANCED STUDIES LUCCA

O Mailing List
What kind of mailing list?
National
General University
Departmental
Student
Alumni
Job Placement
IMT mailing list
Other
O Specialized PhD Website
Which one?
Gazzetta Ufficiale
O Social Networking
Blog
O Poster Or Flyer
Where?
At University
At your workplace
Given to you by a friend/colleague
Given to you by a professor
Given to you by a departmental secretary
Other
Newspaper or Magazine
Requirment Webinar
Redutiment webinar
O Other
If you found out about the call through a source not listed here, please write it here below
If you found out about IMT through more than one source, please list it here



Education: Title 1			
Туре	Bachelor degree or equivalent (for Italy: "Laurea Triennale")		
Official duration (years)	4		
University			
Country	United Kingdom of Great Britain and Northern Ireland		
Name	baker uni		
Grading System	Excellent - Good - Sufficient		
Dates attended (mm/yyyy)			
From	09/2001		
То	10/2005		
Course information			
Course title	Course title		
Major field	Major field		
Date of qualification (dd/mm /yyyy)	10/10/2005		
Overall score / average grade	Excellent		
Mark Range	Excellent – Good - Sufficient		
Average mark	Excellent/Excellent		
Standardised average mark	98		
Final project / Thesis / Dissertation	Dissertation Title		
Supervisor			
First name	Supervisor name		
Last name	Supervisor surname		
Institution	Supervisor institution		
Title Certificate/Declaration	P View file		
Academic Transcript/Diploma Supplement	P View file		



Research Statement				
Research Statement	P View file			
Publications				
Publications				
Reference Letters				
Referee 1				
First name	First name			
Last name	Last name			
Email address	phdapplications@imtlucca.it			
Confirm email address	phdapplications@imtlucca.it			
Office landline phone	123456			
Institution	institution			
Job Position	job position			
Referee 2				
First name	First name 2			
Last name	Last name 2			
Email address	phdapplications@imtlucca.it			
Confirm email address	phdapplications@imtlucca.it			
Office landline phone	654321			
Institution	institution 2			
Job Position	job position 2			
	Submit Application			

Check all your data.

Г

If you need to modify any information at this stage, you can access the related tab through the links on the righthand column of the page.

If the data is correct, click on "Submit application" at the bottom of the page to complete the application procedure.

In case you apply for more than one track, before submitting the application, you will be required to rank your applications according to your preference.

Having applied for more than one curriculum you are required to rank them according to your preference. Please make sure to order them properly for you won't be allowed to make changes after the submission.			
1 st choice	CSSE		
2 nd choice	AMCH •		
	Submit Application		

IMPORTANT NOTE: No changes are allowed to inserted data after you submit the application form. We will not check whether your application has been filled out correctly. After you submit the application form, you will only be able to see a non-modifiable summary.



16. FINAL SUBMISSION

After the final submission, you will see a page with a confirmation message.

CSSE - Application Submitted

Dear John Doe,

You have successfully completed your online application for the IMT track in CSSE, protocol nr.: XXXV.A1.CSSE.15.20190127.

We remind you that no further changes to your submission are allowed. IMT School will not check whether your application has been completed correctly and erroneous data/attachments will be evaluated as they are.

If you applied for more than one PhD track, you will be able to modify only the specific data of the application still open.

You will also receive an email confirming the successful completion of the online procedure.